



San Miguel Academy

Reopening Plan 2020-2021

Updated 9/15/2020

IN-PERSON PLAN San Miguel Academy

Staff Arrival Procedure:

Check-in at the parking lot door. You should have conducted the self-survey questions at home, and you will have to verify your answers before entering. You may only enter the building if you are able to answer “**No**” to all the questions and sign that you are verifying your responses. Once in the building you must wash your hands immediately.

Questions you will be asked:

1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19?
2. Have you tested positive through a diagnostic test for COVID-19 within the last 14 days?
3. Have you experienced any symptoms of COVID-19, including a temperature of greater than 100.0 degrees Fahrenheit in the past 14 days?
4. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?

If during your shift you start to feel ill and are exhibiting a COVID-19 symptom as described by the CDC, you must report the change in your condition to your supervisor. You will then need to exit the premises and seek additional assistance/advice from your healthcare provider.

If a mandatory quarantine is required, the following link is OCHD will allow you to obtain a letter to return to work when you are released from quarantine.

<https://dss.orangecountygov.com/Covid-19/>

Space Configuration:

Classroom: Each classroom has approximately 900 square feet and with class sizes of 15 we are able to accommodate social distancing seating for the students in each room. All cubbies are located in the classroom and teachers will implement the student entry procedure to prevent students from congregating in the cubby area.

Student entry/exit procedure for cubbies: Students will enter their classroom and sit at their desks. The teacher will send 1-2 students to the cubby area that have cubbies that are 6 feet apart. The teacher will rotate through the group until all students are able to put away their items. There will be an end of the day homeroom in which students will collect their items the same way.

Common Room: The gym has been converted to common space that allows for school meetings, lunch, and breakfast. The gym is large enough to accommodate 6 feet social distancing for all students and staff who are present.

Infection Area: The designated infection area has spacing to allow for the person observing the suspected infected individual to maintain social distance.

Overflow Classroom(s): The size of our building and small school has afforded us the ability to designate 2 additional classrooms for use if there were to be a suspected COVID-19 infection that would require the closure of a classroom for disinfection. If for some reason the 2 additional

rooms are not available, the gym which is set up for the entire school to be socially distanced can be used as a 3rd overflow area. The room has been set up with all the necessary equipment to continue student learning.

PE: PE will take place outside in the school's enclosed courtyard. PE activities will vary and allow for proper social distancing. For aerobic activities, a social distance space of 12 feet will be enforced. All PE equipment will be disinfected after each cohort. If PE cannot take place outdoors due to inclement weather, indoor socially distanced spaced PE activities will take place (e.g., yoga, Tai Chi).

As a private school only our staff, students, and approved guests will be admitted to the building. No outside public entities will be allowed to use the building.

Moving Through the Building

Leaving the common room: Staff members will walk their group to their rooms through the main hallway.

Going to PE outside: A Staff member(s) will walk students back down the main hallway toward the gym and outside to the courtyard.

Coming in from the courtyard: Staff members will walk participants in at the back of the courtyard by the shed. Upon entering the building students will wash their hands in the blue bathroom. Only two participants will be allowed to enter at one time.

Using the restroom: Only allow 1 student to be sent out of the room at a time.

Water Fountain use: Students may only use a cup 1 to fill up from a fountain. After the cup is used it must be discarded. Bottles from home may not be filled with water from the fountain at this time.

Bidirectional Movement Reduction: The school set up will allow for limited bidirectional movement of groups. By having the courtyard with specific entry and exit points it will allow for one direction movement. For times when students must pass others in the hall, they will be with their cohort and the hall will allow for social distancing as they pass. Students will always be required to wear masks when in the hall.

Groupings:

San Miguel Academy is a school with 60 students in 5th -8th grade that uses a cohort model. Each grade level is self-contained for the duration of the day. The cohort moves as a group throughout the school and has the same classes together all day. Each classroom has approximately 900 square feet and with class sizes of 15 we are able to accommodate social distance seating for the students in each room. Students will also receive 1 device that they will use throughout the day. Each device is labeled, and the student will use the same device for the duration of the year. If a device is not working, the student will be sent to an administrator where he/she will receive a new device and the change will be documented.

Seating in the common area: Students will be assigned seats in the common area for every time they are in that space. Students will be seated with their cohort with the recommended seating distance.

Face Coverings:

Staff will need to have an approved face covering while at work. You must wear the face covering any time you cannot maintain social distance from other staff members. When working with the students at any distance you will need to have on a face covering. Facial PPE will be provided at no cost to staff who need it.

Staff, visitors, and students will always be required to wear face coverings when in the hall and when social distancing cannot be maintained. Face Covering signs will be posted at the entrance of the school. Classrooms have been spaced out to accommodate social distancing practices so that students will be 6 feet apart. It is recommended that students always wear their facial covering while in school. The school bus is an extension of the classroom and all mask procedures will be followed. For the 2020-2021 school year, a facial covering is considered part of the mandatory uniform and needs to be brought to school every day. Facial coverings will be provided to students who arrive at school without one.

Since our classrooms have the space to adequately account for social distancing, students may remove their face covering for a brief break. If the students are unable to maintain social distancing in the room for some unforeseen reason, they will need to keep their face covering on. During meals students should remove their mask to eat. Upon completion of their meal, even when socially distanced, students should place their face coverings back on.

Putting on and removing a face covering video will be shared with staff and students and shown on the first day of school.

The link to the video: <https://youtu.be/H4jQUBAIBrl>

SMP is recommending that all staff, visitors, and students wear their masks for the duration of the school day. All staff, visitors, and students should be prepared to don a face mask at any time in case of an unexpected scenario where social distancing cannot be maintained.

SMP will monitor and maintain an adequate supply of Face coverings based on the requirements set forth by the NYS guidelines.

School Arrival Procedure:

Parents are to drop off their children and remain in their vehicle. Signs will be posted to remind students, parents, staff, and guests of the mask and social distance requirements.

Students, staff, and guests will wash their hands upon arrival. Students will then head to their classrooms to await further instructions.

Most students will arrive at school by bus. As a small school we have 2 buses that provide us service from the local district. Students will be able to socially distance when getting off the bus as the busses do not arrive at the same time and immediately allow students to disembark.

Health Screening for Students:

Parents/ guardians will be required to screen their child in the morning before school starts. The parents/ guardians will be informed of this requirement and must return a signed copy of the requirements stating that they agree to screen their child before the school day. If their child does not pass the screening the parents/ guardians are required to contact the school to inform them of the change in their child's health. Parents/ guardians will be provided with the information below.

You must screen your son every morning before sending him to school. You must be able to answer No to the four questions below to send your son to school.

1. Has your son knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19?

NYS Guidelines require the use of the CDC Symptoms of COVID-19 for screening:

- a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea
2. Has your son tested positive through a diagnostic test for COVID-19 within the last 14 days?
 3. Has your son experienced any symptoms of COVID-19, including a temperature of greater than 100.0 degrees Fahrenheit in the past 14 days?
 4. Has your son traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?

If you can answer *NO*, to all the questions then *you can send* your son to San Miguel Academy.

By sending your son to San Miguel Academy you are certifying that all your answers are NO and that you have *conducted a temperature check at home*.

If you answered YES to one of the above questions, keep your son home and seek medical advice from your healthcare provider. Additional resources about testing may be found at the Orange County Department of Health website. <https://www.orangecountygov.com/149/Health>

School Pick Up Procedure:

You must have a mask on if you are out of your vehicle. If there is more than one parent waiting to pick up a student, parents must create a line on the sidewalk and remain 6 feet apart. Please stay off the stairs. If you need to pick up your son early, please call the school (845) 561-2822 and someone will get your son. He will meet you at the bottom of the stairs.

Staff will stay at the top of the stairs next to the exit.

Visitors:

As per normal operations, SMP allows visitors to the school by appointment only. When the appointment is made the visitor will be informed of the four mandatory questions listed previously that they will have to answer and sign that their answers are truthful to their knowledge. They also will be informed that a mask is required while in the building. Upon arrival the visitor will be handed a form to complete before entering the building. If all his/her answers are No, the visitor will be allowed to enter the building. His/her responses will be kept confidential and in a folder in the main office. A log will be filled out by the administrative assistant or person bringing the visitor in the building. This log will serve as a document that can be used to help with contact tracing efforts if a need arises.

Meals:

Meals will be provided by the local district. Procedures are in place for contactless delivery where the district employee delivers the meals to the front door, rings the bell and our administrative assistant retrieves the food and stores it after the delivery staff member from the district has established social distance from the door. The administrative assistant will take the necessary steps to prepare the food for the students. Meals will be consumed in the common area. Students will wash their hands using soap and water before getting lunch and breakfast.

Common Room: The gym has been converted to common space that allows for school meetings, lunch, and breakfast. The gym is large enough to accommodate 6 feet social distancing for all students and staff who are present.

Chromebook Distribution:

The designated Chromebooks will be placed in the student's homeroom, where students will get their device, once they have gone through the cubby check-in procedure. The students will only be allowed to use their designated device during the day. The students will keep the devices with them for the duration of the day. If there is an issue with a device, an administrator will be notified, and the student will get a replacement device and a record of the change will be made. At the end of the day the students will return to their homeroom, wipe down their devices (do not spray them) with CDC approved disinfectant and place the device into the cart.

Daily Cleaning:

The building will be cleaned daily, which is in line with the current procedures. San Miguel Academy will be using the cohort model. This will allow for cleaning after each cohort instead of after each individual use as per the NYS guidelines.

Classroom Cleaning: After each classroom is used by a cohort the room will be cleaned. The staff member will spray the room down with CDC approved disinfectant and wipe it. All materials used by the cohort will also be sprayed and wiped down.

Common Room Cleaning: The common area will be cleaned after each use, using CDC approved disinfectant. The common area will be cleaned at minimum 3 times a day. Once after breakfast, lunch, and then the end of the day. The after breakfast and lunch cleaning will be of the surfaces that were used and will be cleaned with CDC approved disinfectant. The end of the day cleaning will include wiping down all surfaces as well as cleaning the floor with CDC approved disinfectant. Interim guidance for cleaning schools will be posted in the main office and the maintenance room.

PE Equipment: After each group has completed PE, they must clean their equipment. Staff will spray the equipment down and the participants will wipe it with paper towels and discard the towels in the garbage.

Cleaning after a suspect or confirmed COVID-19 case:

The area will be closed off. The suspected person will be relocated to the possible infection area or leave the building. The rest of the group will immediately wash their hands and move into one of the overflow classrooms.

The following measures will be implemented based on the CDC guidelines to clean and disinfect the area.

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- [Vacuum the space if needed](#). Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it can be opened for use.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.

- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Faculty Meetings

Faculty meetings will take place before or after school and will be in the common room. Staff meetings in the common room will allow for proper social distancing and once the meeting ends each member will disinfect his/her area with CDC approved disinfectant. The common room is our converted gym space which allows for the necessary spacing

Shared Objects:

Shared objects will be reduced to the greatest extent possible. Objects that are used by one cohort will be wiped down before the next cohort uses them with CDC approved disinfectant. If members are not in the same cohort or our staff, the item will be wiped down after it is used before the next person uses it.

Busing:

The NECSD provides busing needs to our students. The district is responsible for maintaining and implementing the proper bus regulations from NYSED and the NYSDOH. Our students will be instructed to wear a mask at all times while on the bus.

Common Areas:

Student Bathrooms: Students will be allowed out of the classroom 1 at time for the bathroom. This will generate a max of 4 students to use the restroom which allows for social distancing to be maintained. Fifth grade students will have designated bathroom breaks that will be monitored by the teacher who will allow only two students to use the restroom at a time as long as there are no other students using the restroom.

Faculty Bathrooms: For faculty there are 3 bathrooms in the building that will allow for staff use of the facility while maintaining social distance. Staff members schedules are such that only one member of staff is off at a given time.

Staff Lounge(s): It is recommended that staff remain in their classrooms or offices to the extent possible. If they need to use the staff lounge only one member of staff may be present. There are additional amenities that can be used in the kitchen area for staff to heat their food if necessary. Additionally, outside spaces have been created in the courtyard for staff to take their break.

Communication Plan

San Miguel Academy will reach out to the parents of students with the details of the plan. Communication documents can be found below. To further communicate, SMP will use the Talking Points App which is normal practice to disseminate information. SMP is also updating email contact information for all parents and guardians so an additional electronic communication may be sent. SMP will also mail home necessary reminders to parents about updates for 2020-2021.

Daily reminders will be given to all students and staff about the new requirements for hand hygiene, proper face coverings, social distancing, and respiratory hygiene. Further signage will be displayed at entry way(s) and throughout the building with the CDC guidance for hand hygiene, proper face coverings, social distancing, and respiratory hygiene. Face covering signs will be posted at the door for all that enter. All who enter will have to have the proper face covering on or ask for a face covering before entering the building.

A draft letter has been created to inform staff and students that they have been exposed to an individual who has through diagnostic testing been confirmed positive for COVID-19. The letter will then detail next steps that they can take to get screened for COVID-19. Persons in close contact with an infected individual will also receive a call upon the administration's notification of the positive test.

Safety Drills:

Safety drills will be aligned with the NYS regulations. Students will exit the building while maintaining social distancing. Teachers will be informed of the designated areas for their students to wait until the completion of the drill that allows for social distancing. Each class will exit in the order of their classroom. The teacher will look out the door to ensure the class ahead of them has completely left their room before they start exiting. As a small school with only 4 classes, maintaining social distance is achievable as the students move through the building as long as the teachers ensure the room ahead of them has left first.

Designated coordinator

SMP's designated coordinator will be the Vice President of the organization. If the Vice president is the one who is ill or not available for some unforeseen reason, then the designated coordinator duties will shift to the president of the organization.

If a Staff member or Student shows COVID-19 Symptoms during the day:

If a staff member starts to experience COVID-19 symptoms during the day, he/she will immediately report to his/her supervisor of the change in their condition. The school has staff members that can then take over that person's class. The staff member who shows symptoms of COVID-19 if able will immediately leave the building and it is recommended that he/she consult with his/her health care provider. The group that was with the suspected COVID-19 staff member will be moved to an overflow classroom. The disinfection process stated above will then be implemented for the affect area.

Staff will be trained to observe possible COVID-19 symptoms in others. A student who shows COVID-19 symptoms during the day will be sent to the administrator or district provided nurse,

who will escort them to the isolation room where they will be monitored until their parent/guardian arrives to pick them up. The member monitoring them will add additional protections to themselves by putting on a face shield and gloves. The rest of the class will move to an overflow room and the disinfection process of that area will begin. Once the student is picked up the disinfection process for the isolation room will start.

Returning to School:

To return to work or school the Staff member or student will need to obtain medical clearance from their health care provider and provide that evidence to the school. Evidence will consist of at a minimum documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution or if COVID-19 positive, release documentation from isolation. The Staff member who tests positive for COVID-19 will have to follow the OC DOH regulations as stated below in the returning to work section of this document.

Returning to Work: NY DOH Regulations

Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure Purpose This interim guidance is intended to inform employers as restrictions on private and public sector activities are scaled back in different regions of the state throughout the COVID-19 public health emergency. This guidance is not intended for health care or nursing home professionals, which have separate protocols and guidance for staff to return to work.

Specifically, this guidance provides protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19. Background: On March 7, 2020, Governor Andrew M. Cuomo issued Executive Order 202, declaring a state of emergency in response to COVID-19 as community transmission of the virus occurred throughout New York.

To minimize further spread, social distancing of at least six feet must be maintained between individuals, where possible. On March 20, 2020, Governor Cuomo issued Executive Order 202.6, directing all non-essential businesses to close in-office personnel functions. Essential businesses, as defined by Empire State Development Corporation (ESD) guidance, were not subject to the in-person restriction, but were, however, directed to comply with the guidance and directives for maintaining a clean and safe work environment issued by the New York State Department of Health (DOH). On April 26, 2020, Governor Cuomo announced a phased approach to reopen industries and businesses in New York in phases based upon a data-driven, regional analysis. On May 4, 2020, the Governor provided that the regional analysis would consider several public health factors, including new COVID-19 infections, as well as health care system, diagnostic testing, and contact tracing capacity. On May 11, 2020, Governor Cuomo announced that the first phase of reopening would begin on May 15, 2020 in several regions of New York, based upon the previously identified regional metrics and indicators. On May 29, 2020, Governor Cuomo announced that the second phase of reopening would begin in several regions of New York. Return to Work As employers slowly begin to return employees back to the workplace, diligence must be paid to the health and safety of employees, especially for those employees that previously tested positive for COVID-19 or had close or proximate contact with a person with COVID-19 for a prolonged period of time.

Employers and employees should take the following actions related to COVID-19 symptoms or exposure:

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.

- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.

- o The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.

However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by his/her supervisor and a human resources (HR) representative in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:

1. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
2. Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
3. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
4. Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure. • If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

Contact Tracing and Tracking:

If an individual in the school has a positive test and was in the building within the past 48 hours of the onset of symptoms or of the positive test the Orange County Health Department will be

contacted. The Department of Health will be called by the designated coordinator and informed of the situation. Orange County Department of Health's phone number is 845-291-2332. The designated coordinator will generate a list of individuals that had close contact with the individual in preparation for assistance with contact tracing.

The CDC defines close contact as: Contact tracing will be conducted for [close contacts](#) (any individual within 6 feet of an infected person for at least 15 minutes) of **laboratory-confirmed or probable COVID-19 patients**.

COVID-19 Reporting Regulations:

All nonpublic schools are required to report the number of COVID-19 cases in the building for students, teachers, and staff. The report is required to be completed by 3 pm daily. Only new cases for that specific day will be reported. To access the report, please visit <https://schoolcovidreportcard.health.ny.gov/#/home> .

Graduate Support Students

Graduates accessing the facility during their school's shutdown, will be required to complete a daily home health screening. Their parent(s)/ guardian(s) will need to sign the home health screening agreement before the graduate may enter SMP. Graduate students are to remain in the designated graduate area and are to only use the designated restroom. Graduate arrival and departure times will be recorded for contact tracing purposes. Before departing the graduate student must disinfect the area he used.

*****SMP reserves the right to change and modify these procedures at any time based on changing dynamics and regulations. *****

Remote Learning Model San Miguel Academy

If the school system were to shut down again, SMA would move to a remote learning model. The model will be identical to the one that was implemented at the end of 2019-2020 school year.

In the appendix there is an online learning schedule that has students completing synchronous instruction with their teachers every day. This model also leverages our individualized learning platforms allowing students more time to progress at their own pace while being monitored by staff.

Students currently are still working on their individualized learning programs at home through the summer months. This allows SMP administration to see that the students still have access to the internet. During the first day of in- person instruction day, the teachers will survey the students to ensure that they still have devices and connectivity to the internet at home. If in-person instruction does not start, school administration will reach out to each parent to access their access to the internet and provide needed supports.

Remote learning at SMA will be conducted using Google Classroom and Google Meets. Students are familiar with both methods and will use them as needed throughout the school year.

APPENDIX:

LETTER HOME TO PARENTS:

Dear Parent(s)/ Guardian(s),

As we look to the 2020-2021 school year, a 5 day a week in-person program is essential for optimizing your son's social emotional and educational growth. Achieving the in-person program will require continuous communication between San Miguel Program's Administration and you. As we all navigate the pandemic, we at SMP have implemented the requirements set forth by the state to ensure that your son will be in a safe environment.

You will receive two packets. One will be for you to keep and the other will require you to review, sign, and return to SMP.

The Packet to keep will include:

- Home Health Screening Guide
- Back to school supply list
- Face Covering Requirement for the bus and in the school/Arrival and Pickup Policy
- School calendar

The following forms have been placed into a packet that need to be returned:

- Home Health Screening Certification
- Updated Contact Information
- Photo/Video/ Work Release Form
- Field Trip Form

If you have any questions, please reach out to me through email, Talking Points or by phone.

Face Coverings, Arrival, and Pickup Policy

Face Coverings Policy:

For the 2020-2021 school year, a face covering is considered part of the mandatory uniform and needs to be brought to school every day. If your son rides the bus, he must wear his face covering for the entire bus ride.

Staff, visitors, and students will always be required to wear a face covering when in the hall and when social distancing cannot be maintained. Face Covering signs will be posted at the entrance of the school. Classrooms have been spaced out to accommodate social distancing practices so that students will be 6 feet apart. It is recommended that students wear their face covering at all times while in school. The school bus is an extension of the classroom and all mask procedures will be followed.

During meals students should remove their mask to eat. Upon completion of their meal, even when socially distanced, students should place their face coverings back on.

Putting on and removing a face covering video will be shared with students and shown on the first day of school.

School Arrival Policy:

Parents are to drop off their children and remain in their vehicle. Signs will be posted to remind students, parents, staff, and guests of the mask and social distancing requirements.

Students and guests will wash their hands upon arrival. Students will then head to their classroom to await further instructions.

Most students will arrive at school by bus. Students will be able to socially distance when getting off the bus as the busses do not arrive at the same time and immediately allow students to disembark. Students will wash their hands and head to their classroom to await further instructions.

School Pickup Policy:

You must have a mask on if you are out of your vehicle. If there is more than one parent waiting to pick up a student, parents must create a line on the sidewalk and remain 6 feet apart. Please stay off the stairs. If you need to pick up your son early, please call the school (845) 561-2822 and someone will get your son. He will meet you at the bottom of the stairs.

Staff will stay at the top of the stairs next to the exit

HOME HEALTH SCREENING Document

Dear Parents and Guardians,

San Miguel Academy will be having in-person instruction for the 2020-2021 school year. This year you will need to do a daily health check of your son before sending him to school.

HOME HEALTH SCREENING

The state requires that the following questions be asked and answered **NO** for a student to attend school.

1. Has your son knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19?

NYS Guidelines require the use of the CDC Symptoms of COVID-19 for screening:

- a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea
2. Has your son tested positive through a diagnostic test for COVID-19 within the last 14 days?
 3. Has your son experienced any symptoms of COVID-19, including a temperature of greater than 100.0 degrees Fahrenheit in the past 14 days?
 4. Has your son traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?

If you can answer ***NO***, to all the questions then ***you can send*** your son to San Miguel Academy. By sending your son to San Miguel Academy you are certifying that all your answers are ***NO*** and that you have *conducted a temperature check at home*.

If you answered ***YES*** to one of the above questions, keep your son home and seek medical advice from your healthcare provider. Additional resources about testing may be found at the Orange County Health Department Website.: <https://www.orangecountygov.com/1949/Anti-Body-Testing>

SUPPLY LIST

Dear Parents/ Guardians,

Welcome to the 2020-2021 school year at San Miguel Academy. Below is a list of supplies that your son will need to start school on September 2, 2020. Please make sure that your son comes prepared and ready to learn on the first day. Your son is required to come dressed in full uniform.

Supplies

- Trapper Keeper with Zipper
- Pencil box
- Scissors
- Markers/crayons
- Dividers
- Loose leaf paper
- Graph paper
- 1 regular number two pencil pack for class (no mechanical pencils)



8th Grade Only

- Scientific Calculator

Dress Code:

- Black or White shoes/sneakers only
- Belt
- Khaki or blue pants
- San Miguel Polo Shirt
- **Face Mask**

UPDATED CONTACT INFORMATION

Dear Parents/ Guardians,

Please update your contact information. In response to the pandemic there is an increased need for regular communication between SMP and you. It is essential that your information is updated so that you will be able to receive updates from SMP as needed.

Talking Points App: Please join the updated talking points group. This group will be the only one that sends out information regarding school announcements.

Talking Point APP code: **AFCHAH**

Student Name: _____

Mother/Guardian #1: Name: _____

Home Phone: _____ Cell: _____ Work: _____

Email: _____

Father/Guardian #2: Name: _____

Home Phone: _____ Cell: _____ Work: _____

Email: _____

Emergency Contact 1: Name: _____

Home Phone: _____ Cell: _____ Work: _____

Email: _____

Emergency Contact 2: Name: _____

Home Phone: _____ Cell: _____ Work: _____

Email: _____

HOME HEALTH SCREENING Certification

By Signing this document, you certify that you will do a **DAILY** check of your son before school and will only send him to San Miguel Academy if you can answer **NO** to all questions below.

The state requires that the following questions be asked and answered NO for a student to attend school.

1. Has your son knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19?

NYS Guidelines require the use of the CDC Symptoms of COVID-19 for screening:

- a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea
2. Has your son tested positive through a diagnostic test for COVID-19 within the last 14 days?
 3. Has your son experienced any symptoms of COVID-19, including a temperature of greater than 100.0 degrees Fahrenheit in the past 14 days?
 4. Has your son traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?

Student Name: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

FIELD TRIP PERMISSION FORM

The students will be attending numerous trips throughout the 2020-2021 school year. This permission slip gives San Miguel Program authority to take your son on any trip that may come up during the year. The times, dates, and locations of these trips will be distributed to you when they arise.

Transportation: Bus/School Van

Chaperones: San Miguel Faculty

I understand that the school authorities will take reasonable precautions against accident, personal injury and loss of or damage to, property while going to, from and at the site of the trip, but they are not assuming any legal liability for any such occurrence except any liability based on their failure to take such reasonable precautions.

My son _____, has permission to attend all field trips that SMAN will take during the 2020-2021 school year.

Parent/Guardian Signature

Date

Telephone Number

STAFF and VISITOR SURVEY EXAMPLE

<p><u>Staff/ Visitor Name</u></p>	<p>Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19?</p>	<p>Have you tested positive through a diagnostic test for COVID-19 within the last 14 days?</p>	<p>Have you experienced any symptoms of COVID-19, including a temperature of greater than 100.0 degrees Fahrenheit in the past 14 days?</p>	<p>Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?</p>	<p>Signature: By signing, I acknowledge my answers to the questions to be truthful and to my knowledge accurate.</p>
<p><u>John Doe</u></p>	<p>YES NO</p>	<p>YES NO</p>	<p>YES NO</p>	<p>YES NO</p>	

Example Visitor Log

<p>Name</p>	<p>Answered Completed COVID-19 Questionnaire with all answers being NO.</p>	<p>Time-In</p>	<p>Time- Out</p>
	<p>Yes NO</p>		

COVID-19 Possible Exposure Letter

Dear Parent, Guardian, or Staff member,

This letter is to inform you that we have been notified of a person who has through laboratory testing, tested positive for COVID-19, whom you may have had close contact with. The CDC defines close contact as: any individual within 6 feet of an infected person for at least 15 minutes. Please call your health care professional for guidance.

Resources to get tested can be found at Orange County Department of Health's website.

<https://www.orangecountygov.com/149/Health>

To be in compliance with FERPA and HIPAA laws, we are unable to provide further details.

Formal Distance School Day

Dear Parents and Guardians,

Under the new circumstances in which we find ourselves the plan below will be implemented so that we may continue to provide instruction to your son.

- Students will be taking classes from **10:00 am- 12:45pm**. During this time, our school will use **Google Meets**. This can be accessed through your son’s school email account. They will be receiving email invites from their teachers to access the meeting.
- Each class will run for 45 minutes and will have a **LIVE** teacher lesson that your son will need to participate in. They will need to sign on at the designated time. Assignments for each lesson will be posted to **Google Classroom**.
- In addition to the **LIVE** classroom lessons, students will have to complete **1.5 hours** of ALEKS and LightSail. This will be tracked and graded. 7th grade has an additional 1.5 hours of Test Innovators.
- If you need assistance please contact Mr. Snyder at fsnyder@sanmiguelacademy.org or call (845) 772-1181

Time	5 th Grade	6 th Grade	7 th Grade	8 th Grade
9:45-10:00	ly with Mr. Morris	ly with Ms. Munsell	bly with Mrs. Dauer	embly with Mr. McGorty
10:00-10:45	with Mr. Morris	with Ms. Munsell	ce with Mrs. Dauer	anities with Mr. McGorty
11:00-11:45	anities with Mrs. DiMeo	e with Mrs. Dauer	ties with Mr. McGorty	with Ms. Munsell
12:00-12:45	e with Mr. Morris	anities with Mr. McGorty	n with Ms. Munsell	e with Mrs. Dauer
1:00- 4:00	S and LightSail	S and LightSail	KS, LightSail, Test Innovators	S and LightSail

Remote Learning Student Survey

Teaching Staff on Day one will administer the following questions to their homeroom students. This may be done through a google form or on paper. Responses should be shared with administration at the end of the day.

- 1. Do you have internet access at home?**
- 2. What device do you use to go online with?**
- 3. Is this device the same one you used in the spring for online learning?**

Based on the student response the administration will take the necessary action of helping to ensure students are able to access the internet.

1. The first step that administration will take is to call the parents to set up a plan to rectify the issue.
2. Based on the conversation with the parent/guardian the administrator will take the needed steps to ensure the plan is implemented.